

ACTIVITY TITLE: **Overview of Employee Health and Safety Training Material**

<b>OBJECTIVES</b>  LIST OBJECTIVES IN OPERATIONAL/BEHAVIORAL TERMS	<b>CONTENT (TOPICS)</b>  LIST EACH TOPIC AREA TO BE COVERED AND PROVIDE A DESCRIPTION OR OUTLINE OF THE CONTENT TO BE PRESENTED	<b>TIME FRAME</b>  STATE THE TIME FRAME FOR THE TOPIC AREA.	<b>FACULTY</b>  LIST THE FACULTY PERSON OR PRESENTER FOR EACH TOPIC	<b>TEACHING METHODS</b>  DESCRIBE THE TEACHING METHODS USED FOR EACH
<ol style="list-style-type: none"> <li>1. <i>Each employee will review independently and with an instructor the presentation of Employee Health and Safety</i></li> <li>2. <i>Each employee will receive reference policy and procedure</i></li> <li>3. <i>Each employee will successfully complete a written test.</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Definitions of key terminology and overview of the following: hazard assessment; prevention and control; chemical safety; infection control; physical, environmental and equipment hazards; fire safety; emergency preparedness; violence prevention; client safety.</i></li> <li>2. <i>Policy and procedure provided and reviewed.</i></li> <li>3. <i>Test provided.</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>40 minutes</i></li> <li>2. <i>5 minutes</i></li> <li>3. <i>10 minutes</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Assist DON or designee and employee self study</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Training packet</i></li> <li>2. <i>Module 1 presentation</i></li> <li>3. <i>Written test and question and answer session</i></li> </ol>

**Evaluation Methods:** Objectives will be evaluated through written tests, verbal simulation of entire process, and demonstration of skills in a lab using durable medical equipment, supplies, and mannequins.

**Evaluation Level/Category:** Alspach’s Evaluation Model.

## **Overview of Employee Health and Safety Training Material**

### **Definitions**

**CDC**-Centers for Disease Control is a agency of the United States Public Health Service that conducts and supports programs for the prevention and control of disease and provides consultation and shares expertise, information, and tools to protect individual and community health through health promotion, prevention of disease, injury and disability, and preparedness for new health threats.

**EPA**-Environmental Protection Agency is an independent US government agency whose purpose is to enforce federal laws to protect human health and the environment by regulating the management and disposal of hazardous materials.

**EEOC**-Equal Opportunity Employment Commission is a US government agency empowered to protect the employee from being subjected to discriminatory practices.

**MSDS**- Material Safety Data Sheets are documents that contain information on the potential health effects of exposure to chemicals or other potentially dangerous substances and on safe working procedures when handling chemical products and treatment recommendations in the event of an exposure.

**OSHA**-Occupational Safety and Health Administration is a US government agency that maintains standards, practices, means, methods, operations, or processes, reasonably necessary or appropriate to provide safe or healthy working environment.

## **Training Program Overview**

### **Introduction**

The agency endeavors to protect the safety and well being of all employees and clients by preventing job related injuries, treating illness or injury promptly, maintain an environment conducive to hazard identification and reporting, insuring that regulatory standards are maintained, and monitored.

### **Hazard Assessment, Prevention, and Control**

The agency is dedicated to identifying potential safety hazards and preventing injury. The office and client homes are identified as employee work areas. Chemical hazards may be cytotoxic drugs, decontamination solutions, household cleaning chemicals, and gases such as oxygen. Blood and body fluids are categorized as infectious or biological substances. The healthcare employee in the client's home is at greatest risk. Physical hazards are noted in the office and client home; most common environmental hazards are related to supply or equipment barriers that may contribute to falls. Employees are encouraged to maintain neat, organized environments. All employees are at risk for ergonomic hazards specifically related to the performance of their job. Health care providers and office staff are encouraged to use good body mechanics. Eliminating job stressors and maintaining good health practices promote good employee health. Control steps to manage hazards are typically characterized as follows: engineering which is the use of technology to reduce risk (lifts, key board trays); work practices or how a job is performed (no needle recapping, avoiding repetitive activities); administrative controls which diminish exposure (adjusting total work hours); and personal protective equipment used to protect against hazards (gloves, masks).

### **Chemical Safety**

Chemical safety is every employee's responsibility. Read the label on all containers with focus on the identity, specific hazards, first aid instructions, directions for storage and handling. MSDS forms are maintained by the agency both online and in a manual. The agency requests the employee report the introduction of new chemicals into the client environment. PPE is provided for all employees and must be used. All chemical exposures are reported to the OSHA officer or Director of Nursing.

### **Infection Control**

Infection control is focused on the prevention of disease transmission. Employees are required to report conditions that may impact their safety such as an infectious respiratory transmittable disease, open wounds, and existence of known infectious diseases. Employees with a fever of greater than 101°F are instructed to remain home or seek medical attention if indicated. Simple interventions to eradicate possible exposures consist of stopping one or more of the following six steps necessary to transmit disease: treat the infectious agents; isolate the reservoir; limit the

portals of exit and entry; know transmission routes; and recognize client risk factors. Health care providers must use the personal protective equipment required to prevent disease transmission. Sharps protection is ensured by utilization of safety needles if available, avoiding recapping of contaminated needles, and keeping the disposal container proximal to the intervention. All employees are encouraged to use good hand washing technique using warm soapy water. Alcohol based antiseptics are provided by the agency to supplement good hand hygiene practices. The work environment must be maintained by cleaning spills promptly with the approved disinfectant, handling soiled linen properly, and disposing of all infectious waste promptly. The agency assists with healthcare testing, screening, and vaccinations. All employees are encouraged to fulfill employment responsibilities with respect to all infection control principles.

### **Physical, Environmental, and Equipment Hazards**

The agency promotes a safe work place and recognizes the office environment has fewer variables to control than the client's home environment. All employees are expected to assist with ensuring a safe physical environment by moderating the temperature controls, identifying noise pollution, ensuring adequate lighting, removing tripping hazards, and ensuring all medical equipment is clean and without frayed cords. Please ensure the safety of the entire healthcare team by reporting all potential hazards to the OSHA officer or Director of Nursing for resolution.

### **Fire Safety**

Fires are a leading cause of death or injury within healthcare facilities. The agency supports all fire prevention efforts. Interventions that promote safety are as follows: no smoking, proper storage of oxygen tanks, proper storage of flammable chemicals, maintain clean and inspected equipment, change filters as indicated, maintain clean organized kitchens, lint removal from dryer traps, testing of smoke alarms, accessible fire extinguishers, sleeping downstairs, planned exit strategy, and fire drills. In the event of an actual fire, always remember the acronym **R.A.C.E.** **Rescue** or remove the client and/or occupants from harm. **Alarm** the building occupants. **Confine** the fire and smoke by closing doors or windows. **Evacuate** or extinguish the fire with the appropriate tank using the **P.A.S.S.** method. **Pull** the pin; **aim** the hose at the base of the fire; **squeeze** the handle; **sweep** from side to side. Avoid use of elevators. Most importantly, know an escape route from all living areas. Important points to consider are as follows: clear doorways and passages; exits are identified; and a safe place for relocation. Challenges specific to the nurse caring for the mobility impaired home care client are as follows: use available equipment such as lift or wheelchair if possible; if utilization of assistive devices are not effective, attempt transportation using the fireman's lift; if unable to lift, use a bed sheet to drag the client out of the home. Remember to bring life support equipment. If escape is not an option, use any fire protection devices available such as flame resistant blankets. Prevention is the key to a successful fire safety plan.

### **Emergency Preparedness to Promote Client and Employee Safety**

Disasters are unavoidable, can create medical emergencies, and require advance planning to ensure good outcomes. Emergency management plans address singular specific events and massive events. The agency manages and supports the safety of all employees and clients in the event of an emergency. Disaster plans and resources are managed by the administrative director or designee. All resources are utilized to ensure priorities are addressed and negative impact minimized. The most frequent emergency situations arise from natural disasters such as a tornado, hurricane, snow or ice storm, or pandemic illness. Tornado specific emergency plan consists of establishing a designated safe area with protective covering away from windows. Hurricanes may necessitate evacuation to a shelter, non-impacted area or hospital. Disasters are compounded by the loss of resources such as water, electricity, medical supplies, telecommunication compromise, and caregiver limitations. All response efforts are coordinated by the agency director or designee. Good communication is fundamental to the successful disaster or inclement weather response plan.

If providing client services and the client experiences an acute emergency, respond as follows: intervene as ordered in the plan of care; contact the RN; contact EMS; remain with client until transfer of care; and provide report to administrative team. All licensed caregivers are expected to be knowledgeable of emergency first aid and CPR.

General emergency preparedness to ensure client and employee safety consist of the following: trained primary and secondary caregiver proximal to client; all emergency equipment kept available, near the client, and tested; flashlights with batteries; all equipment fully charged with both internal and external batteries; generator systems with routine system checks and adequate supplies; full gas tanks in vehicles; charged cell phones; intact phone land lines; recommend practice drills; a sufficient manual system maintained for all technology such as ambu bags, portable suction or bulbs; HME; blankets and pillows for air mattress deflations; oxygen tanks for concentrators; and

a greater than three days of all supplies maintained. Employees must know all relevant emergency numbers as follows: exact street address; emergency # 911; local fire station; local EMS; alternate medical transportation; poison control# 800-222-1222; local utility provider; agency # 919-872-7999; and listen to the radio or television for local news updates.

### **Violence Prevention**

Violence can happen at any time in the work place and may include verbal threats, threatening behaviors, physical attacks, use of weapons, sexual assault, or property damage. A history of aggression, alcohol or drug abuse, chronic pain, or certain medical conditions can intensify the likelihood of violence. Employees must recognize typical warning signs such as threats, carrying weapons, screaming, challenging authority, or violent gestures. Remaining calm and respectful are effective preventative measures; however, do not allow hostile individuals to risk your personal safety. Intact security measures such as intact windows, doors, locks, and good lighting impede violent intruders. The agency requires employees report all potentially unsafe situations to the administrative team for resolution.

### **Client Safety**

The agency is responsible for client safety and endeavors to remain 100% complaint with good practice. Common sources of client injury are related to falls, trips, spills, burns, unsafe lifting techniques, incorrect use of equipment, complacency, medication administration errors, and failure to utilize existing safety devices. Promote the agency's successful mission toward the provision of safe client care through the professional delivery of services.

**The RN is available to assist with questions and obtain answers.**

### **Regulatory Resources:**

<http://www.osha.gov/index.html>

<http://www.cdc.gov/>

<http://www.epa.gov/>

<http://www.eeoc.gov/>

<http://www.usfa.dhs.gov/downloads/txt/publications/fa-204.txt>

PHI: See Operational Policy Manual for Hazardous Material Management and other Employee Policies.

**Test Your Knowledge**

Check true or false after each statement below:	True	False
1. Hazard assessment is an ongoing process.		
2. The MSDS gives important information about the chemical or product.		
3. Standard precautions should only be followed for certain products.		
4. You should recap needles after each use.		
5. Bags or containers used for disposing of infectious wastes should be properly labeled or color-coded, if required.		
6. Repairs should always be made by the person who discovers the problem.		
7. You should inspect equipment for hazards before each use.		
8. To apply ergonomics to work areas, fit the worker to the procedure or equipment.		
9. When lifting or moving objects it's important to plan each move.		
10. R.A.C.E. stands for Report, Assess, Confirm, Evaluate.		

**Key:** 1. T, 2. T, 3. F, 4. F, 5. T, 6. F, 7. T, 8. T, 9. T, 10. F